



UW- Green Bay QuickBooks Accounts Receivable User Manual

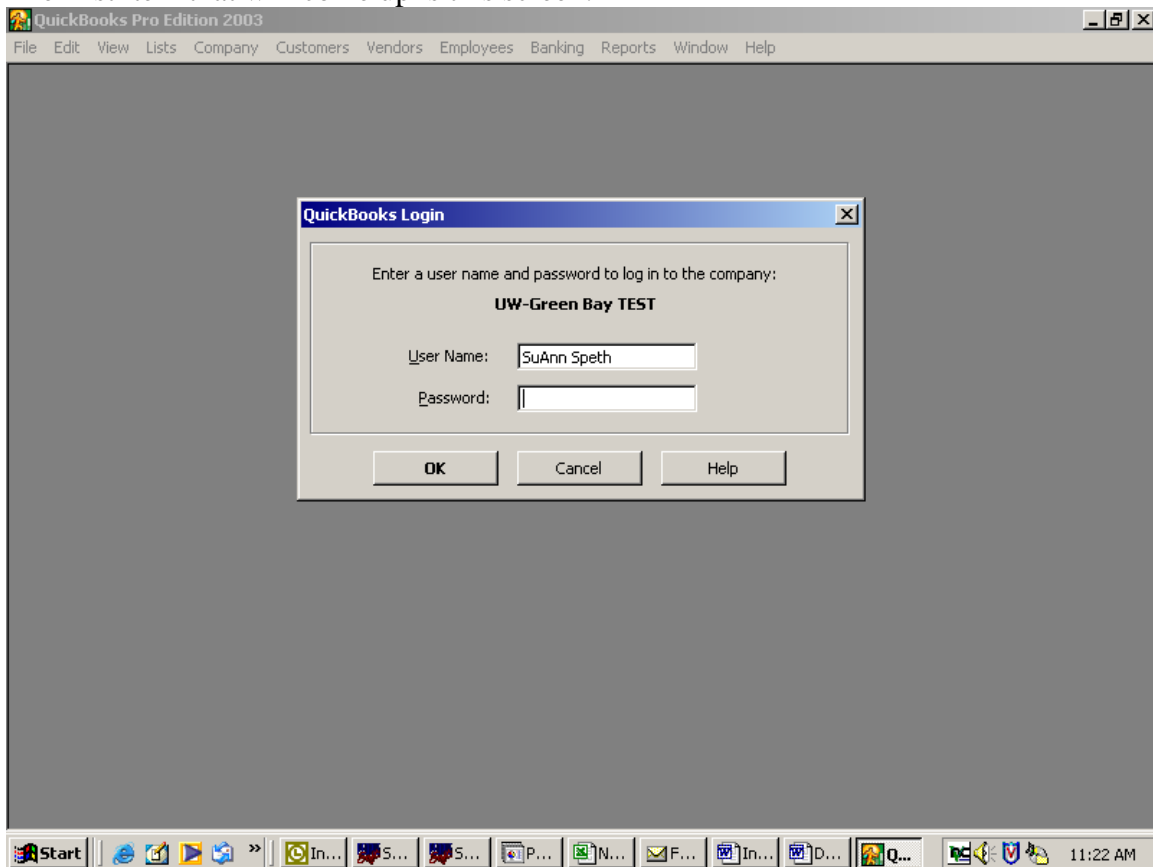
Table of Contents

Topic	Page Number
Logging into QuickBooks	2
Changing your password	3
Creating Invoices	4
Customer Entry/Search	5-7
Entering Invoices	8-10
Customer Balance Inquiry and Reports	11-13

Instructions for Quick Books Users:

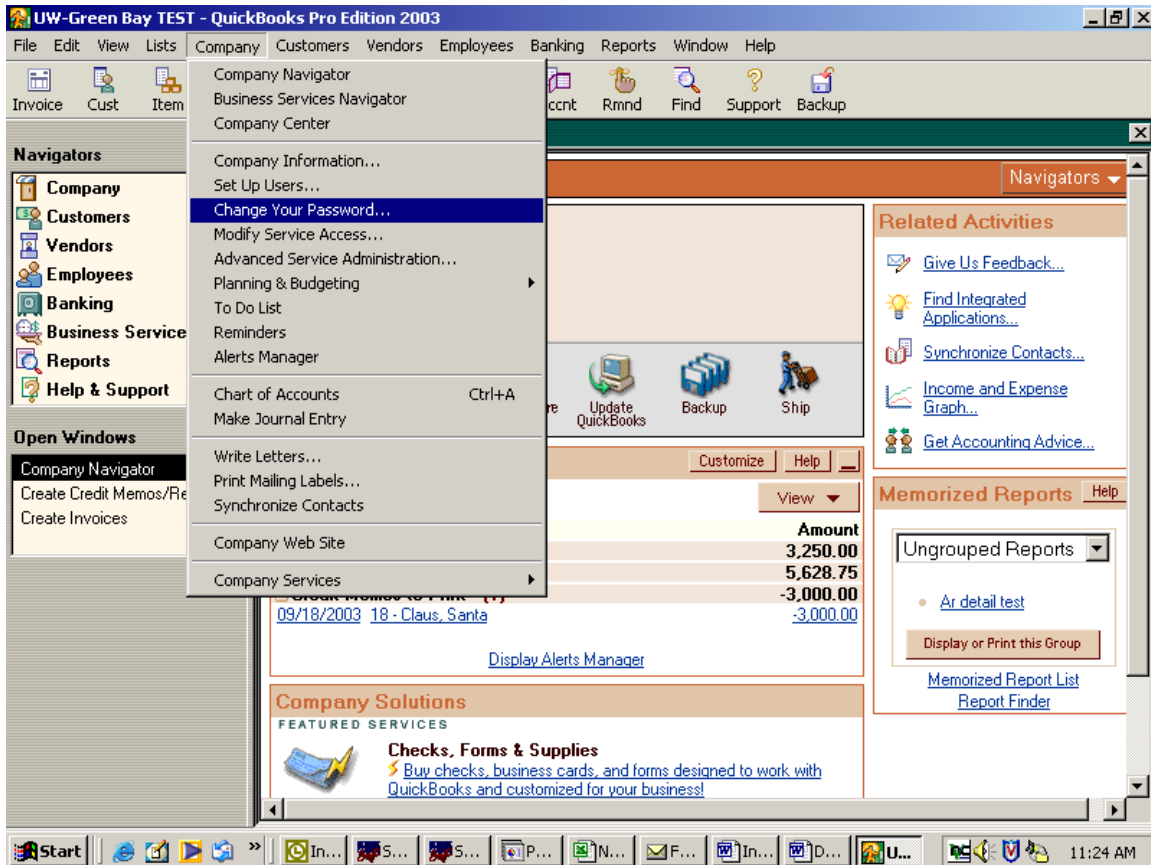
Double Click the Quick Books Icon on your desktop.

The first item that will come up is this screen:



Your trainer will tell your assigned password to you. You can change your password at this time by doing the following:

Click on **Company**. Click on **Change Your Password**.



Fill in the old password that was assigned to you on the following screen. Then type the password of your choice and confirm your new password. Select **OK**.

A 'Change Password' dialog box with the following fields and buttons:

- User Name: SuAnn Speth
- Enter Old Password: [Empty text box]
- (Leave the next two password fields blank if you do not wish to have a password.)
- New Password: [Empty text box]
- Confirm New Password: [Empty text box]
- Buttons: OK, Cancel

CREATING INVOICES

To create an invoice, the following steps should be followed:

1. Click the Invoice icon from the toolbar:



This will open the Create Invoices screen as follows:

The 'Create Invoices' window is shown with a title bar that includes 'Ask a help question', 'Ask', and 'How Do I?'. The window contains several sections for data entry:

- Customer and Class:** Fields for 'Customer: Job' and 'Class' with dropdown menus.
- Template:** A dropdown menu set to 'GREEN BAY DEFAULT' with a 'Customize' button.
- Date and Invoice #:** Fields showing 'Date: 09/19/2003' and 'Invoice #: 19'.
- Bill To:** A large text area for the billing address.
- P.O. No., Terms, and Due Date:** Fields for 'P.O. No.', 'Terms' (a dropdown), and 'Due Date: 09/19/2003'.
- Item Table:** A table with columns: Item, Description, Quantity, Unit, Coding, Amount, and Tax. It is currently empty.
- Customer Message and Tax:** Fields for 'Customer Message' and 'Tax' (set to '(0.0%)').
- Total:** A field showing '0.00'.
- Printing Options:** Checkboxes for 'To be printed' (checked) and 'To be e-mailed'.
- Customer Tax Code:** A dropdown menu.
- Balance Due:** A field showing '0.00'.
- Memo:** A text area for additional notes.
- Buttons:** 'Save & Close', 'Save & New', and 'Clear'.

At the bottom, there is a promotional message: 'Get the most comprehensive tools available through QuickBooks! Upgrade to QuickBooks Premier!'.

CUSTOMER ENTRY/SEARCH

2. Enter Customer name. Click on the customer Job dropdown box to see if a customer has already been entered into QuickBooks. A listing will appear of all the customers currently entered into QuickBooks.

The screenshot shows the 'Customer:Job' dropdown menu. The 'Class' dropdown is also visible. The 'Customer:Job' dropdown is open, showing a list of customers. The first option is '< Add New >'. Below it, the following customers are listed:

Customer Name	Class
Claus, Santa	Customer:Job
ECUMENCIAL CENTER	Customer:Job
FAVRE, BRETT	Customer:Job
Jones, John	Customer:Job
Jones, John J.	Customer:Job
Phoenix Sports Center	Customer:Job
SODEXHO	Customer:Job
YMCA OF GREEN BAY, INC	Customer:Job

By entering the first letter of the company name or the first letter of the individual's last name, the system will automatically bring you to that letter of the customer files.

If the customer you are looking for is in QuickBooks, select the name, and proceed with entering the invoice.

If the customer you are looking for is not in QuickBooks, you will need to add the customer. To do this, select Add New from the drop down list, and the following screen will appear:

The screenshot shows the 'New Customer' dialog box. The 'Customer Name' field is empty. The 'Opening Balance' field is empty, and the 'as of' date is 09/19/2003. There is a link 'How do I determine the opening balance?'. The 'Address Info' tab is selected. The 'Company Name' field is empty. The 'Contact' field is empty. The 'Phone' field is empty. The 'FAX' field is empty. The 'Mr./Ms./...' field is empty. The 'Alt. Ph.' field is empty. The 'First Name' field is empty. The 'M.I.' field is empty. The 'Alt. Contact' field is empty. The 'Last Name' field is empty. The 'E-mail' field is empty. The 'Addresses' section has two tabs: 'Bill To' and 'Ship To'. Both tabs are empty. There is a '>> Copy >>' button between the two tabs. There are 'Address Details' buttons for both tabs. The 'OK' button is at the top right. The 'Cancel' button is below the 'OK' button. The 'Help' button is below the 'Cancel' button. There is a checkbox 'Customer is inactive' which is unchecked.

Add the Customer name. Please follow these rules when creating new customers:

- Personal names must always be set up last name first, comma, first name – example: Smith, John
- Upper and lower case letters should be used

Tab to the Name Field and reenter the name with first name first, etc. Fill in the other fields with all other information. In the Bill To field, type in the mailing address. **DO NOT FILL IN THE SHIP TO FIELD!!**

The completed customer panel should look as follows:

New Customer Ask a help question Ask How Do I? X

Customer Name Smith, John

Opening Balance as of 09/19/2003 [How do I determine the opening balance?](#)

Address Info Additional Info Payment Info Job Info

Company Name John Smith [Check Credit](#)

Contact Phone 920-465-5555 FAX

Mr./Ms./... Alt. Ph.

First Name M.I. Alt. Contact

Last Name E-mail

Addresses

Bill To Ship To

John Smith
1265 Lombardi Ave
Green Bay, WI 54304

>> Copy >>

Address Details Address Details

Help

☐ Customer is inactive

OK Cancel

Select the Additional Info Tab and complete the Terms field to be NET 30, and the Tax Code to be Non, as shown below:

Edit Customer Ask a help question **Ask** How Do I? X

Customer Name:

Current Balance: 0.00 [How do I adjust the current balance?](#)

Address Info **Additional Info** **Payment Info** **Job Info**

Categorizing and Defaults

Type:

Terms: Should be Net 30

Rep:

Preferred Send Method:

Sales Tax Information

Tax Code: The Tax Code should be Non


Tax Item:

Resale Number:

Price Level:

Custom Fields:

☐ Customer is inactive



Click the ok button, and the customer has been added. You will then be returned to the Create Invoice panel.

ENTERING INVOICES

3. Complete the Create Invoice panel:
** Note: the template used should always be GREEN BAY DEFAULT, the invoice date will automatically be assigned the current date, and the invoice numbers are automatically assigned, so these should not be changed.
 - Select the correct accounting string to be used for the invoice from the Class dropdown menu. If the accounting string that you need is not in the list, you can click Add New, and enter the accounting string information (the accounting information MUST be entered in the following order: Dept ID- Account #- Fund – Activity code)

Create Invoices (Editing Transaction...) Ask a help question **Ask** **How Do I?**

Previous Next Print E-mail Ship Find Spelling History Time/Costs...

Customer: Job
Smith, John

Invoice

Bill To:
John Smith
1265 Lombardi Ave
Green Bay, WI 54304

Class: **< Add New >**

- 330100-9300-136-6
- 330100-9400-136-6
- 331000-9050-102-6
- 331000-9051-102-6
- 331000-9300-136-6
- 331000-9400-136-6
- 332000-9050-102-6
- 332000-9051-102-6
- 332000-9300-128-6
- 332000-9400-128-6
- 332010-9050-102-6
- 332010-9051-102-6
- 332020-9050-102-6
- 332020-9051-102-6
- 333020-9050-102-6
- 333020-9051-102-6
- 333500-9050-102-1
- 333500-9051-102-1

Template: **GREEN BAY DEFAULT**

Date: 09/22/2003 Invoice #: 22

P.O. No. Terms Due Date: 09/22/2003

Item	Description	Unit	Coding	Amount	Tax

Customer Message: Tax: State & Cou... (5.5%) 0.00

Total: 0.00

Balance Due: 0.00

☒ To be printed ☐ To be e-mailed Customer Tax Code: Non

Memo: Save & Close Save & New Clear

- After selecting the Accounting string, hit the tab key (or move the cursor) to the Terms dropdown box. Select Net 30.
- Tab to the Item Field, and select the drop down menu. The item represents the type of service, etc that we are billing for. Note that if you need a new Item added, you will need to contact the Business and Finance Office.

Create Invoices (Editing Transaction...) Ask a help question **Ask** **How Do I?**

Previous Next Print E-mail Ship Find Spelling History Time/Costs...

Customer: Job Smith, John Class 332000-... Template GREEN BAY DEFAULT Customize

Invoice Date: 09/22/2003 Invoice #: 22

Bill To:
John Smith
1265 Lombardi Ave
Green Bay, WI 54304

P.O. No. Terms Net 30 Due Date 10/22/2003

Item	Description	Quantity	Unit	Coding	Amount	Tax
RENT - EQUIP			0.00	332000-...	0.00	Non
< Add New >						
DUPLICATING	DUPLICATING					
FOOD SERVICE	FOOD SERVICE					
POSTAGE	POSTAGE					
RENT-FACILITY-WC	WEIDNER CENTER FAC...					
✓ RENT - EQUIPMENT	EQUIPMENT RENTAL					
RENT - FACILITY	Room Rental					
RENT - FACILITY - UN	FACILITY RENTAL					
LIBRARY FINE	LIBRARY FINE					
Brown County/Stadium Tax	Brown County/Stadi...					
State Tax	State Sales Tax					
Tax State & Cou... (5.5%)					0.00	
Total					0.00	
Non						Balance Due 0.00

Memo

Save & Close Save & New Clear

Once the item has been selected, tab to the description field. A general description will default in, but you can add to this if needed. To do so, put the cursor at the end of the description field, and hit the enter key. This will add a new line for additional information to be entered.

- Tab to the quantity field – Most of the time this would be the number 1.
- Tab to Unit and fill in the dollar amount for the line item.
- Tab to the Coding field – the class entered on the top of the invoice will default in. If you need to change this coding, click the dropdown menu and select the appropriate coding.
- The amount field will automatically calculate (based on quantity x unit)
- If you have more than one item to bill for, repeat starting with the Item area.

TAXABLE ITEMS:

- If the items you are billing for should be taxed, in the Tax column, click the drop down menu and select Tax (the default is set up as Non taxable). By selecting Tax, the system will automatically calculate the 5.5% sales tax.

Customer Message: To have your name and telephone number print as the contact person for this invoice, tab to the Customer Message box, and click the drop down menu and select your name.

You have now completed entering an invoice. Click **Save & Close** if you do not have another invoice to prepare or **Save & New** if you have more invoices to do. Do not worry if the next invoice number that appears is not in sequence. Someone else could be preparing invoices at the same time that you are.

Following is an example of a completed invoice:

The screenshot shows a software window titled "Create Invoices (Editing Transaction...)". At the top, there are buttons for "Previous", "Next", "Print", "E-mail", "Ship", "Find", "Spelling", "History", and "Time/Costs...". Below these are fields for "Customer: Job" (Smith, John), "Credit Check" (checked), "Class" (332000-...), "Template" (GREEN BAY DEFAULT), and a "Customize" button. The "Invoice" section displays "Date: 09/22/2003" and "Invoice #: 22". The "Bill To:" address is "John Smith, 1265 Lombardi Ave, Green Bay, WI 54304". Below this is a table with columns: Item, Description, Quantity, Unit, Coding, Amount, and Tax. The table contains two rows: "RENT - EQUIPM..." for "EQUIPMENT RENTAL" (Quantity 1, Amount 500.00) and "RENT - FACILITY" for "ROOM RENTAL" (Quantity 3, Amount 120.00). At the bottom, there are fields for "Customer Message" (Please contact Lynn Douda at 920-465-2093), "Tax" (State & Cou... (5.5%), 0.00), and "Total" (620.00). There are also checkboxes for "To be printed" (checked) and "To be e-mailed", a "Customer Tax Code" (Non), and a "Balance Due" (620.00). At the very bottom are buttons for "Save & Close", "Save & New", and "Clear".

Item	Description	Quantity	Unit	Coding	Amount	Tax
RENT - EQUIPM...	EQUIPMENT RENTAL Rental of video teleconference equipment on September 3, 2003	1	500.00	332000-90...	500.00	Non
RENT - FACILITY	ROOM RENTAL Rental of Room IS1200 on September 3, 2003 for 3 hours	3	40.00	332000-94...	120.00	Non

Customer Message: Please contact Lynn Douda at 920-465-2093
Tax: State & Cou... (5.5%) 0.00
Total: 620.00
Balance Due: 620.00

Your invoices will be printed the next business day in the Business and Finance Office and mailed out.

This is important! If there are any adjustments to be made to the invoices, an e-mail must be sent to Terri Greve at grevet@uwgb.edu. When requesting an adjustment, please include the following information:

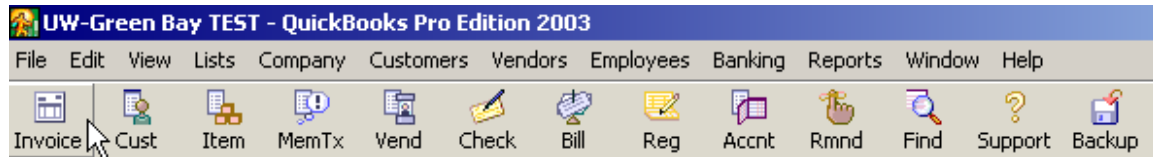
- Invoice number,
- Customer
- Amount and reason for the adjustment.

CUSTOMER BALANCE INQUIRY AND REPORTS

** Note that for the majority of the standard QuickBooks reports, if you want the account coding from the invoice to be displayed, you may need to modify the report to include the Class field. If you save the changes you make, do **NOT** save over the default report setup.

There are numerous reports and inquiries that allow you to check the status of your outstanding accounts receivable balance:

1. From the tool bar, select the Cust icon:



The Customer Job List will be displayed which contains all the customers and their outstanding balances, as follows:

The screenshot shows the 'Customer:Job List' window. It has a title bar with 'Ask a help question', 'Ask', 'How Do I?', and a close button. The window contains a table with the following columns: Name, Balance, Notes, Job Status, and Estimate Total. The table lists several customers, with 'Smith, John' highlighted. A context menu is open over the 'Smith, John' row, showing options like 'QuickReport: Smith, John', 'Open Balance: Smith, John', 'Show Estimates: Smith, John', 'Phone List', 'Contact List', 'Job Profitability Detail', 'Job Estimates vs. Actuals Detail', and 'Reports on All Customers:Jobs'. The bottom of the window has a status bar with 'Customer:Job', 'Activities', 'Reports', and a 'Show All' checkbox.

Name	Balance	Notes	Job Status	Estimate Total
♦Claus, Santa	0.00			
♦ECUMENCIAL CENTER	0.00			
♦FAVRE, BRETT	1,887.50			
♦Jones, John	0.00			
♦Jones, John J.	0.00			
♦Phoenix Sports Center	0.00			
♦Smith, John	575.00			
♦SODEXHO	0.00			
♦U.S. Department of Education	0.00			
♦YMCA OF GREEN BAY, INC	0.00			

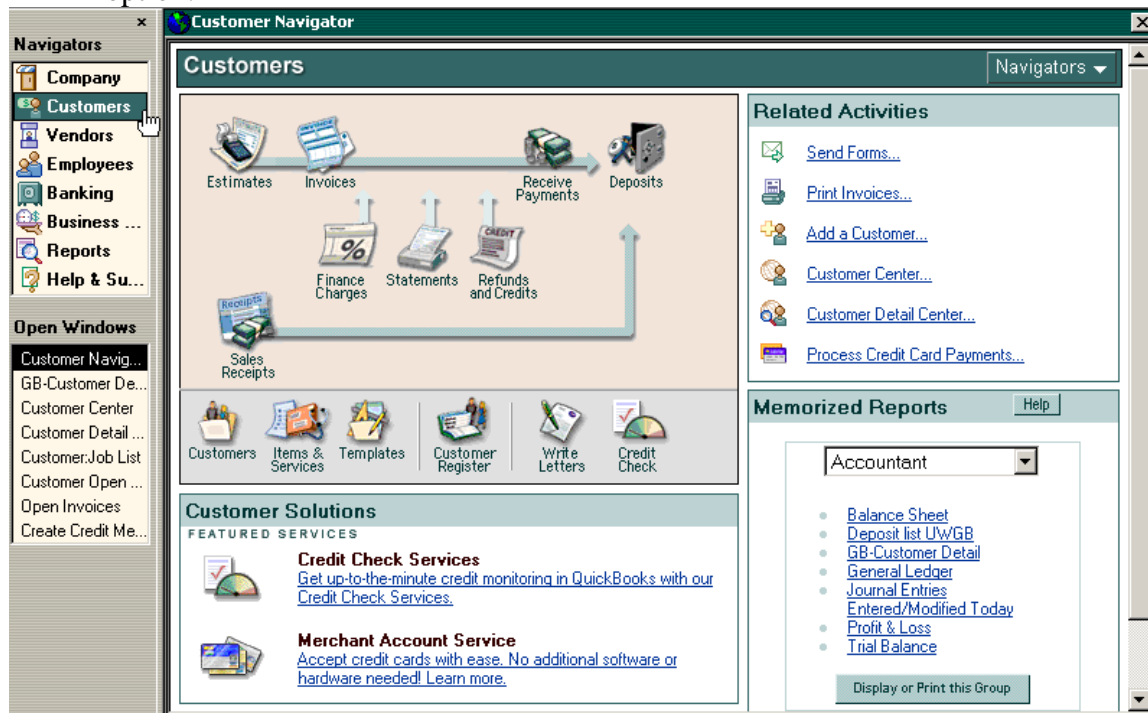
Select the customer. To navigate through the listing quicker, you can enter the first letter of the customer's name, and you will be brought to that part of the alphabet.

On the bottom toolbar, click on reports, and you can run several different reports to get the customer activity and the outstanding balance:

- The Quick Report will list all activity, including charges and payments for the customer.
- The Open Balance Report lists all open invoices.

To inquire on one of the open invoices, double click on the invoice listing and it will bring you to the actual invoice.

2. To review Customer activity from the Navigation Menu, select the Customers option:



On the Related Activities, select the Customer Detail Center. The following screen will appear. From the dropdown menu, select the customer:

Customer Detail Center

Customer Detail

Smith, John

Centers

Help

Contact Information

[Edit/More Info](#)

Billing Address:

John Smith
1265 Lombardi Ave
Green Bay, WI 54304

Contact:

E-mail:
Phone: 920-465-5555
FAX:

Credit Limit:

Account No.:

Alt. Contact:

Alt. Ph.:

Terms: Net 30

Rep:

Decision Tools

Click on a link below to learn how QuickBooks can help you get paid faster.

- [Evaluate your Accounts Receivable management.](#)
- [Learn to improve your cash flow using QuickBooks.](#)

[...More Decision Tools](#)

Show: Open Invoices/Charges

Through Today

Activities

Transaction	Due Date	Bal Due
Invoice #22	10/22/2003	\$575.00
Total		\$575.00

Show: Payments Received and Credits Issue...

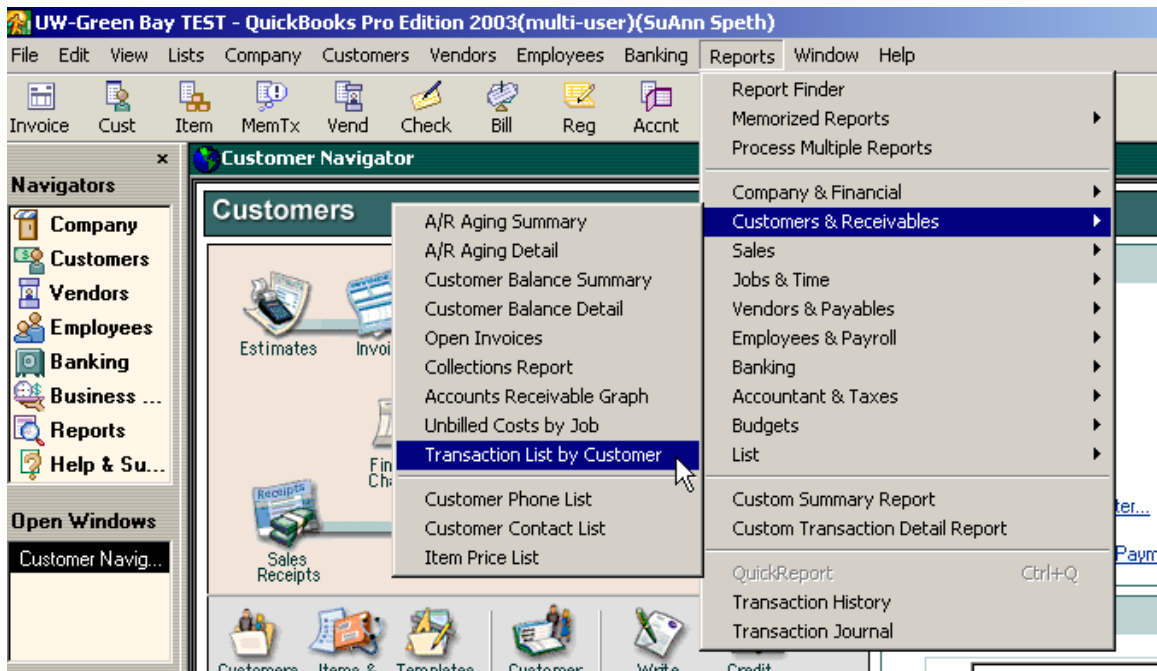
This Fiscal Year

Activities

Transaction	Date	Amount
Payment #2020	09/19/2003	\$500.00
Payment #2020	09/19/2003	\$250.00
Total		\$750.00

This provides a quick overview of open invoices and payments made on the account.

- To get a transaction list for your area, from the top menu bar, select Reports / Customers and Receivables / Transaction List by Customer as follows:



The report will run with defaults to be current month to date activity for all customers. You can modify the report to include only the class codes for your department. Following is an example of the report:

Transaction List by Customer						
UW-Green Bay TEST						
Transaction List by Customer						
September 1 - 22, 2003						
Type	Date	Num	Account	Clr	Split	Amount
Jones, John J.						
Invoice	09/19/2003	19	6200 · Accounts R...	-SPLIT-		131.88
Payment	09/19/2003	34567	1499 · Undeposite...	6200 · Accou...		131.88
Phoenix Sports Center						
Invoice	09/22/2003	23	6200 · Accounts R...	-SPLIT-		2,270.50
Smith, John						
Invoice	09/19/2003	20	6200 · Accounts R...	-SPLIT-		750.00
Payment	09/19/2003	2020	1499 · Undeposite...	✓ 6200 · Accou...		500.00
Payment	09/19/2003	2020	1499 · Undeposite...	✓ 6200 · Accou...		250.00
Invoice	09/22/2003	22	6200 · Accounts R...	-SPLIT-		575.00